

13 OCT 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Logistics Services Division Meeting with Area  
Logistics Officers and Administrative Officers  
from Operating Components

1. In line with the action plan to increase communications with the customer, the Logistics Services Division (LSD) has undertaken a program to meet quarterly with area Logistics Officers and other Administrative Officers representing the various operating components. The purpose of these meetings is to provide basic information on the policies and procedures which guide LSD, a platform that will permit a free and open exchange of views in respect to problems, new developments, and other concepts as they develop in our changing environment. The Division feels this is very important in view of pending budgetary reductions and skyrocketing inflation in respect to the cost of services, furniture, and administrative supplies. Such meetings will also provide an opportunity to keep the customers informed on the space situations, moves, and a general knowledge of other requirements levied on the Division. While [REDACTED] Chief, LSD, led the discussion for the first meeting, he stated that for future meetings it would be the responsibility of the customers, i.e., those represented in the audience, to suggest agenda items and/or take the floor themselves and present their ideas for the consideration of all concerned.

2. The meeting with the attendees lasted about 1 hour, broken into a 40-minute presentation by [REDACTED], followed by a 20-minute question and answer exchange. After his introductory remarks on the purpose of these meetings, [REDACTED] brought up the following specific points:

a. GSA and SLUC - [REDACTED] stated that the original conception of the Standard Level User Charge (SLUC) had the various Government agencies paying "rent", based on the square footage of space occupied, to General Services Administration (GSA) and, in turn, GSA returning to the respective agency service for building maintenance and improvements. The long-range concept called for GSA to retain a certain amount of these funds that would be used for acquisition or construction of new buildings. Like most programs, [REDACTED] explained that implementation was not exact as was originally intended, and

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despite the fact that we are paying a considerable amount of money to SLUC, it does not appear to be a direct correlation that will provide a higher level of maintenance and improvement than we presently enjoy.

b. Cleaning - [REDACTED] recognized that there were a number of areas in the building where cleaning is not considered satisfactory by the customers. He also noted the desire by many units to return to the nighttime cleaning operation in order to avoid the disruption of the day-to-day office functions. He stated flatly that, as far as GSA is concerned, daytime cleaning is here to stay. In the first instance, many GSA personnel are not available for evening work because of transportation problems; secondly, salaries for night cleaning are higher than during the day; and last but not least, because of the energy crunch, night cleaning increases the use of electricity, and GSA has clearly stated that they are making every effort to reduce the use of electricity in the building. As a sideline on this comment, [REDACTED] mentioned that despite the fact that we are using less power at present in comparison to years ago, the increased cost of utilities has jumped the electric bill for the Headquarters Building alone from approximately \$50,000 to \$80,000 per month. One advantage with the daytime cleaning cited was the ability to obtain more cleaning help and to get closer to the actual T/O. At the time we were using nighttime cleaning, GSA was only able to recruit approximately half of the force permitted on the T/O. With the daytime cleaning, they are able to almost fill their T/O and are providing, despite complaints, a better level of cleaning.

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c. Work Orders - The total number of work orders handled by LSD has increased from 2,500 in FY 1973 to 3,000 in FY 1974. This is a direct result of the increase in (1) the total number of

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employees in Headquarters; (2) the relocation of personnel, offices, and equipment; and (3) the expansion of activities. The net result is that LSD is presently behind in many routine work requests. Contractors are being hired to supplement GSA work forces in completing the increased workload. The problem in the use of contractors lies with the need for escorts. LSD and the Office of Security cannot provide enough escorts for these purposes. Therefore, each component may be asked to assist by providing escort officers for contractors in order to have their work completed in a reasonable schedule.

d. Cafeteria and Vending Machines - As with the market basket, food prices are rising, and there is no question that they will continue to rise in the cafeteria and vending machines. General Services, Incorporated (GSI), employees have already negotiated salary increases estimating 15 percent distributed over the next 4 months. While we have no direct word that prices in the cafeteria will be going up, we suspect a 15 percent rise after the first of the year. A \$.30 increase in the cost of the meal in the Rendezvous Room to \$2.10 has been announced effective 1 October 1974. [REDACTED] stated, however, that the new Cafeteria Manager, Mr. Muise, was very interested in maintaining a high level of service, and if employees have complaints about the cafeteria or the Rendezvous Room, the GSI Manager wants to know about them and will do his best to correct any deficiencies or at least try to explain to the individuals complaining the reasons behind certain policies, menu selections, or other problems that they might bring up.

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e. Parking - The parking problem is nothing new, has been a problem since the Agency has been here, and no doubt will continue. For the immediate future, a request has been forwarded through the support structure to revalidate carpool parking permits. We have indications already that

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some of the 3-man and above carpools with specifically assigned spaces have broken up and will be available for redistribution to Directorates for distribution to the 2-man carpools.

f. Headquarters Building Space - LSD is presently confronted with requirements for approximately 45,000 square feet of space in the Headquarters Building. If certain moves that are projected take place, some 10,000 to 12,000 square feet of space will become available for assignment. However, solid requirements have already been identified for what space will become available, and we simply have no options available to us that would permit placing people into the Headquarters Building without a major adjustment and some units moving out into the outlying area. There is no shortage of vacant space in the Metropolitan area, however, since approximately 20,000 square feet of space is now available in Rosslyn. If such area was acceptable to those individuals requiring space in the Headquarters Building, these requirements could easily be resolved. If a component has a space problem in the Headquarters Building where they must find space for a requirement, it is absolutely necessary that they make every effort to resolve this problem internally within that space presently occupied by their own component.

g. Future Building Space - The lease on the Magazine Building expires in November 1975. Through the Real Estate and Construction Division (RE&CD), the Office of Logistics (OL) levied a requirement for a replacement building with hopes and expectations that this building will be located in [REDACTED] [REDACTED]. Depending on acquisitions of a new building or waiting for new construction, it may be 6 months to a year before occupancy of a new building. At that time, a number of options will be available in respect to who occupies the new building, which units in the Magazine Building go to the other office space, and/or possibly will move into the Headquarters Building.

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h. Furniture - With all the efforts behind improving our environment and upgrading the furniture, inflation has caused severe budgetary problems in keeping up with [REDACTED]. Furniture prices have increased approximately 30 percent while funds available for furniture have remained about the same. As a result, the Deputy Director for Administration has placed a moratorium on the purchase of executive furniture except for reorganizations and components which are newly established. This moratorium is in effect for the remainder of FY 1975. In addition to the executive furniture, GSA is changing its policy and will no longer carry the gray metal furniture on their schedule. While the Agency has sufficient gray metal furniture to meet requirements for the foreseeable future, GSA has turned to a new type of furniture which is titled "Office Excellence". A sample display of this furniture has been established within the Office of Finance in order to test it for durability, color selection, and utilization. When this furniture has been in use for a while, more information on this subject will be provided.

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i. Courier Consolidation - The project to consolidate the 11 independent courier systems now operated in the Agency is underway and is expected to be completed during FY 1975. The purpose of the consolidation will be to conserve personnel, equipment, and to provide better service for all Agency components.

3. In the question and answer period, one attendee pointed out a problem in respect to using gummed labels on previously addressed envelopes. Because of the layout for the addressee and the sender, some confusion had been noted and mail was being returned to the sender rather than delivered as indicated. As a result of this comment, action was taken to ensure that couriers, both in the DDO courier center and the OL courier center, were aware of this possibility and alert to the appropriate addressee. A second question was raised about the construction of a new building on campus.

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[REDACTED] stated that new construction would require considerable amount of planning, approval by other Government agencies, funding by Congress, and other such items; and, if started, it would probably take up to 7 years. Plans drawn up 5 years ago for new campus buildings would have to be reappraised, and, although completed at that time, they are no longer appropriate in the present environment. At present, RE&CD is considering the possibility of constructing a special purpose building to house computer operations on the Headquarters campus, but no specific plans have reached the design state.

[REDACTED]

Acting Chief  
Logistics Services Division, OL

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